

# **Maricopa County Employment Application FAQ's**

**Audience:  
Applicants (non-employees)**



**Maricopa County**

Last Update: 6/20/2011

**Welcome to Maricopa County's New Employment Application System! We are hopeful that you will find the FAQ's below useful. Please check back often as this document will be updated on a continuous basis.**



**Will my Username and Password be the same as when I applied previously in PeopleSoft?**

No. You will be required to create a new account **UNLESS** you have applied for a public sector agency that uses NEOGOV as their applicant tracking system.

**How do I check the status of an application that I submitted in PeopleSoft (prior to 6/20/11)?**

To check the status of application submitted prior to 6/20/11, please contact Employment Services at 602-506-3755.

**Does Maricopa County provide a step-by-step application guide for employees?**

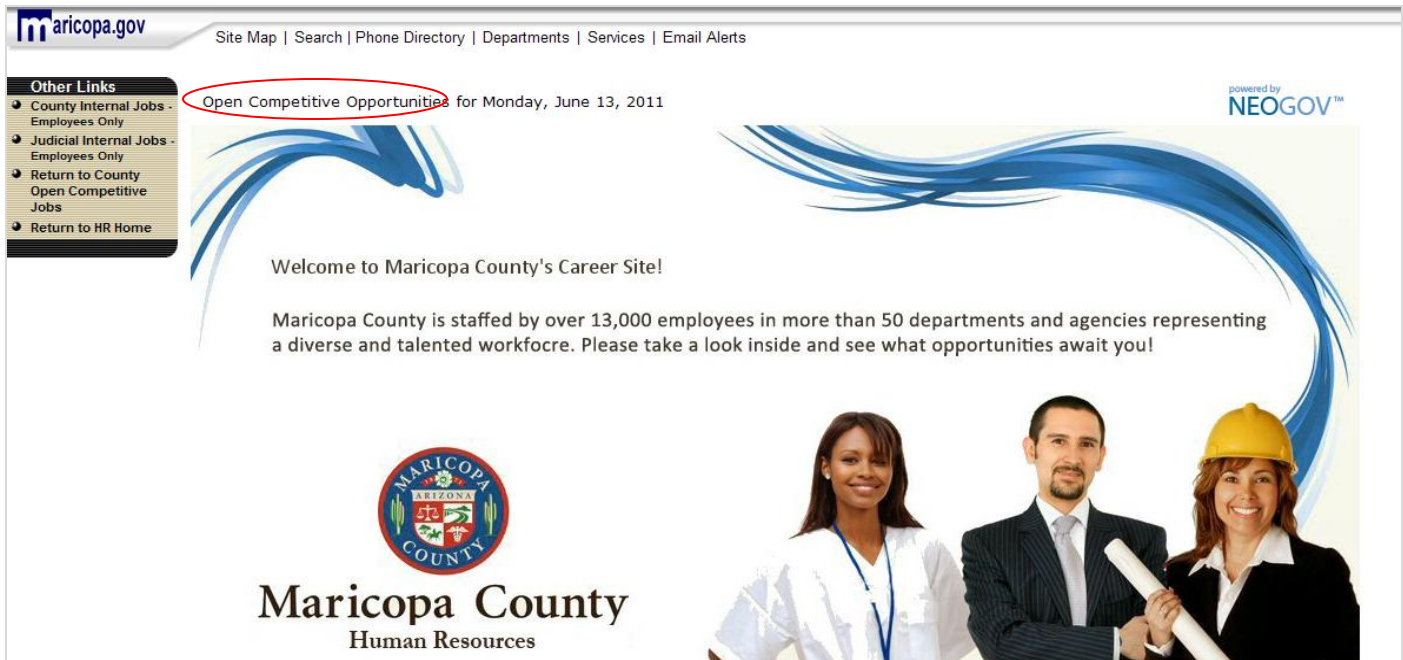
Yes, please click [here](#) to access the guide.

**When I created my NEOGOV account, I had the option to choose my "Notification Preference" of either paper or email. If "paper" is chosen, does this mean I will receive notices from Employment Services via U.S. mail?**

No. Unfortunately, since NEOGOV is an applicant tracking system used by many different public sector agencies throughout the United States, this is a standard question on the "Create Your Account" page that Maricopa County cannot modify based on our business needs. There are some NEOGOV agencies that utilize paper notifications and mail them to applicants, unfortunately, Maricopa County is not one of these agencies. All communications from Employment Services (i.e. application review results, testing notifications, etc.) will be sent to applicants via email using the email address specified on your application. Please be sure to check your email often.

## How do I view current job opportunities available with Maricopa County?

Applicants will navigate to [www.maricopa.gov/jobs](http://www.maricopa.gov/jobs) to view a list of job opportunities currently available. This web address will take you directly to the Open Competitive career page. Be sure to scroll down to view the list of job opportunities.



## Who is eligible to apply for job opportunities listed on the “County Internal Jobs” page?

Only current Maricopa County employees are eligible to apply for any job opportunities listed on the “County Internal Jobs”.

## Who is eligible to apply for job opportunities listed on the “Judicial Internal Jobs” page?

Only current Judicial Branch employees are eligible to apply for any job opportunities listed on the “Judicial Internal Jobs” page.

## Can non-employees view jobs listed on either of the internal job web pages?

Yes. Non-employees can view job opportunities listed on the internal job web pages, however, if they click on the “Apply” link, they will be prompted to enter an Employee ID number in order to proceed. Without a valid Employee ID number, they will be unable to apply.

The screenshot shows the Maricopa.gov website with a job listing for 'Accounting Specialist'. The page includes a sidebar with 'Other Links' and a main content area with job details. A red circle highlights the 'Apply' link, and a red arrow points from it to the 'Enter your Employee ID Number' field on the second screenshot.

maricopa.gov Site Map | Search | Phone Directory | Departments | Services | Email Alerts

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**Job Title:** Accounting Specialist  
**Closing Date/Time:** Sat. 06/25/11 11:59 PM Arizona Time  
**Salary:** \$13.91 - \$22.41 Hourly  
**Job Type:** Classified/Full-Time  
**Location:** Phoenix, 85003, Arizona

[Print Job Information](#) | [Apply](#)

**Position Overview** | **Benefits** | **Supplemental Questions**

The purpose of this position is to process all payables for Equipment Services. Maintain files and records of accounts payable area and reconcile P-card purchases on a monthly basis.

**Positions Qualifications:**  
**Minimum education and/or experience:**  
High School Diploma or GED and one year of accounting, bookkeeping or specialized administrative experience.

The screenshot shows the Maricopa.gov website with a login prompt for job applications. A red arrow points from the 'Apply' link in the first screenshot to the 'Enter your Employee ID Number' field.

maricopa.gov Site Map | Search | Phone Directory | Departments | Services | Email Alerts

**Other Links**  
• County Internal Jobs - Employees Only  
• Judicial Internal Jobs - Employees Only  
• Return to County Open Competitive Jobs  
• Return to HR Home

Job opportunities on this webpage are only open to current employees, your valid Employee ID number is required. If you are not a current employee, please review the open job list at [www.maricopa.gov/jobs](http://www.maricopa.gov/jobs) for job opportunities open to all applicants.

Enter your Employee ID Number:

[Go](#)

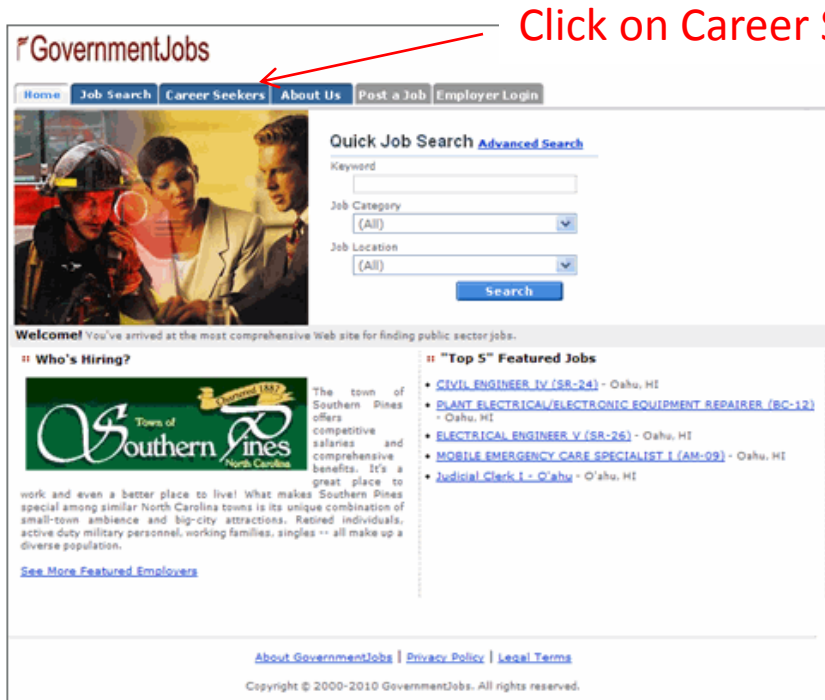
## Can I save my application as a work in progress?

Yes. When creating an application template, you are able to save your information and continue working on it at a later time. **CAUTION!** While you can complete an application template at any time, if you are applying for a specific position, you **MUST** submit your application prior to the recruitment closing date.

## Can I view the status of my application after it has been submitted?

Yes. You can login to your account via [www.governmentjobs.com](http://www.governmentjobs.com) and view the status of previously submitted applications with Maricopa County. *Please note that this will not include any applications submitted prior to 6/20/11.*

Click on Career Seekers



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Home Job Search **Career Seekers** About Us Post a Job Employer Login

**Quick Job Search** [Advanced Search](#)

Keyword:

Job Category:

Job Location:

**Welcome!** You've arrived at the most comprehensive Web site for finding public sector jobs.

**Who's Hiring?**

**Town of Southern Pines**  
The town of Southern Pines offers competitive salaries and comprehensive benefits. It's a great place to work and even a better place to live! What makes Southern Pines special among similar North Carolina towns is its unique combination of small-town ambience and big-city attractions. Retired individuals, active duty military personnel, working families, singles -- all make up a diverse population.  
[See More Featured Employers](#)

**Top 5 Featured Jobs**

- [CIVIL ENGINEER IV \(SR-24\)](#) - Oahu, HI
- [PLANT ELECTRICAL/ELECTRONIC EQUIPMENT REPAIRER \(BC-12\)](#) - Oahu, HI
- [ELECTRICAL ENGINEER V \(SR-26\)](#) - Oahu, HI
- [MOBILE EMERGENCY CARE SPECIALIST I \(AM-09\)](#) - Oahu, HI
- [Judicial Clerk I - O'ahu](#) - O'ahu, HI

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**Are you registered?**

Enter login information

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:

Password:

[I Forgot My Username and/or Password](#)

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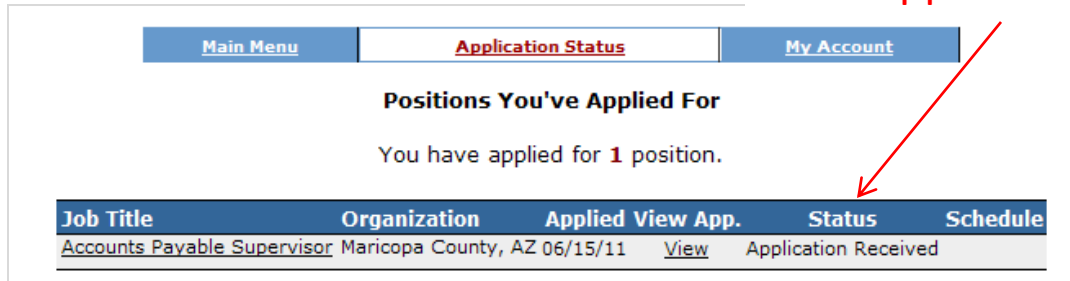
Click on Application Status



Name	Date Created	Modify
App	Jun 15, 2011	Edit   Delete
new_app	Jun 15, 2011	Edit   Delete

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

View Application Status



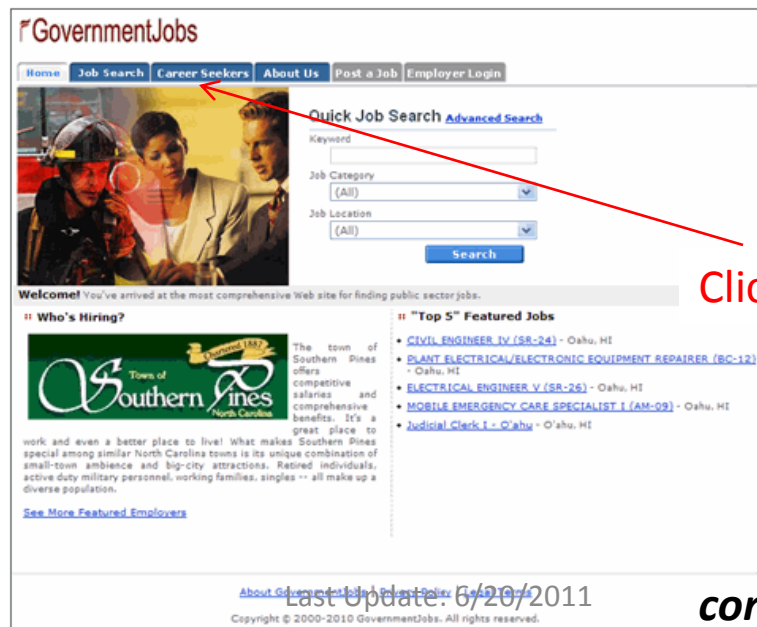
Job Title	Organization	Applied View App.	Status	Schedule
Accounts Payable Supervisor	Maricopa County, AZ	06/15/11 View	Application Received	

**Will I receive an e-mail notification at the conclusion of the application review process?**

Yes. Applicants will receive an email notification once the application review process is complete. The notification will advise you of the application review results. You may also view the status of your application at any time by logging into your account and checking your Application Status.

**Can I view/print a copy of a previously submitted application?**

Yes. You can login to your account via [www.governmentjobs.com](http://www.governmentjobs.com) and obtain a copy of your previously submitted applications with Maricopa County. *Please note that this will not include any applications submitted prior to 6/20/11.*



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Quick Job Search Advanced Search

Keyword:

Job Category:

Job Location:

Search

Welcome! You've arrived at the most comprehensive Web site for finding public sector jobs.

**Who's Hiring?**

**Towns of Southern Pines, North Carolina**

The town of Southern Pines offers competitive salaries and comprehensive benefits. It's a great place to work and even a better place to live! What makes Southern Pines special among similar North Carolina towns is its unique combination of small-town ambience and big-city attractions. Retired individuals, active duty military personnel, working families, singles -- all make up a diverse population.

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**Top 5 Featured Jobs**

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- Judicial Clerk I - Oahu - Oahu, HI

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Enter login information

Click on Application Status

[Main Menu](#)    [Application Status](#)    [My Account](#)

**Applications You've Created:**

Name	Date Created	Modify
<a href="#">App</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">new app</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

Click here to view/print a copy of the application you submitted

[Main Menu](#)    [Application Status](#)

**Positions You've Applied For**

You have applied for **1** position.

Job Title	Organization	Applied View App.	Status	Schedule
<a href="#">Accounts Payable Supervisor</a>	Maricopa County, AZ	06/15/11 <a href="#">View</a>	Application Received	

**Can I view/print a copy of a previous job posting that I applied for?**

Yes. You can login to your account via [www.governmentjobs.com](http://www.governmentjobs.com) and obtain a copy of your previously submitted applications with Maricopa County. *Please note that this will not include any applications submitted prior to 6/20/11.*

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[See More Featured Employers](#)

**"Top 5" Featured Jobs**

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Click on Application Status

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**Applications You've Created:**

Name	Date Created	Modify
<a href="#">App</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">new app</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

Click here to view/print a copy of the job posting

[Application Status](#) [My Account](#)

**Positions You've Applied For**

You have applied for **1** position.

Job Title	Organization	Applied View App.	Status	Schedule
<a href="#">Accounts Payable Supervisor</a>	Maricopa County, AZ	06/15/11 <a href="#">View</a>	Application Received	

Last Update: 6/20/2011



**I have a complete resume. Can I just attach my resume instead of completing the entire application?**

No. Maricopa County requires that all applicants complete the employment application in its entirety. While resumes can be included as supplemental information, they do not replace the information requested in the employment application. Furthermore, Employment Services **WILL NOT** consider education, work history or other details provided only in the resume (and not in the employment application).

**Do I have the ability to upload a copy of my resume to the application?**

Yes. Applicants have the ability to cut/paste their resume text **OR** upload their resume file as an attachment to the application. *Please see the [online application guide](#).*

**What types of files can I upload?**

Any of the following: pdf, doc, docx, txt, rtf, jpeg, jpg, tif, tiff

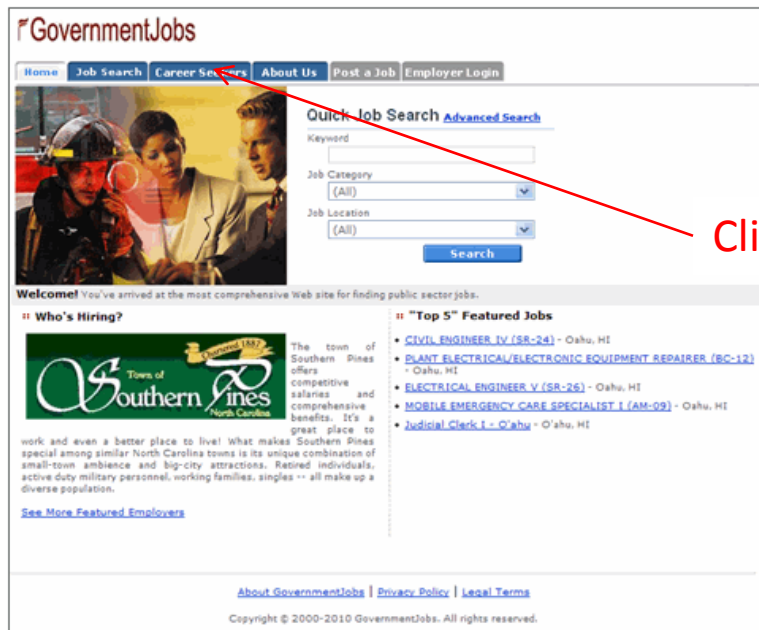
**Can I submit more than one application for a specific recruitment?**

It depends. Currently, there is a re-apply waiting period (for the same recruitment) of 2 days. The purpose of this waiting period is to ensure that applicants do not submit multiple applications for the same job opening. If you want to re-submit revised or new information for a recruitment that you have already applied for, you must wait the 2 day period before the system will allow you to re-apply (assuming the recruitment is still open). Unfortunately, if the recruitment has closed, you are unable to submit a new application. The best approach would be to ensure the first application submitted is as thorough and complete as possible. For more details about this process, please contact us at 602-506-3755.

**My contact information has changed. How do I update my contact information for an application(s) that has already been submitted?**

Unfortunately, applicants do not have the ability to update their contact information for applications that have already been submitted. In order to update contact information for existing applications, please contact Employment Services at 602-506-3755.

## My contact information has changed. How do I update my contact information for FUTURE applications ?



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- Judicial Clerk I - O'ahu - O'ahu, HI

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Main Menu Application Status **My Account**

**Applications You've Created:**

Name	Date Created	Modify
App	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>
new app	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

Click on Edit

continued on next page

From the Job Application >>  
Review page, click on Edit Contact  
Information.

**Job Application » Review**

\* Required Field

Contact Information		<a href="#">Edit Contact Information</a>	
Name:	Ron Williams	Address:	301 W. Jefferson Phoenix, Arizona 85003
		Email:	<a href="mailto:rwilliams@fakeemail1.com">rwilliams@fakeemail1.com</a>
		Notification Preference:	Email
Home Phone:		Alternate Phone:	

**Job Application » Profile**

\* Required Field

**Contact Information**

\* First Name

Middle Initial

\* Last Name

Primary Phone

Alternate Phone

\* Email

\* Notification Preference  By which method would you prefer to be notified about application status, testing dates and examination results?

\* Address 1

Address 2

\* City

\* State

\* Zip

Country

\* Required Field

Update the necessary areas of  
your contact information

Click on Save & View Application  
when complete

**NOTE!** You will need to perform this update for each  
application template that you have created.

Last Update: 5/20/2011